

Utah State Library Division

Annual Report of Public Library Services

Data Collection Form

Fiscal Year 2004

Cities: July 1, 2003—June 30, 2004

Counties: January 1, 2004—December 31, 2004

See the **Data Definitions** for definitions / instructions for each data element.

IDENTIFICATION

- (1) Library Code
- (2) Name of Library
- (3) Street Address of Library
- (4) City
- (5-6) Zip + Zip4 (for street address)
- (7) Mailing Address
- (8) City
- (9-10) Zip + Zip4 (for mailing address)
- (11) Telephone No. (inc. area code)
- (12) Director's Fax No. (inc. area code)
- (13) Director's E-mail Address

GENERAL INFORMATION

POPULATION		STAFF	
(14) Population of Legal Service Area		Report the number of full-time equivalent employees (FTE) for each category. Read each data definition carefully.	
SERVICE OUTLETS		(20) Librarians with ALA accredited master's degree	
(15) Central Library		(21) Librarians with any other master's degree	
(16) Branch Libraries		(22) Others holding the title of Librarian	
(17) Bookmobiles		(23) Total Librarians	
(18) Other Outlets		(24) All Other Paid Staff	
(19) Total Outlets		(25) Total Paid Employees	

PUBLIC SERVICE HOURS	
Please use the worksheet and instructions (found at the end of the Data Definitions and on the State Library website) to compute the value of these data elements.	
(26) Weekly Scheduled Public Service Hours (all outlets)	
(27) Public Service Hours Per Year (all outlets)	
FRIENDS AND VOLUNTEERS	
(28) Does your library have a Friends group, library foundation, or library guild? Yes _____ No _____	
(29) If yes, how many members? _____	
(30) Number of volunteers who worked for the library this fiscal year _____	
(31) Total number of volunteer hours worked _____	

COLLECTION OF LIBRARY MATERIALS
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LIBRARY COLLECTION	
Report number of volumes, not number of titles.	
(32) Print Materials	
(33) Audio Materials	
(34) Video Materials	
(35) Electronic Books (e-books)	
(36) Databases	
(37) Other Library Materials	
(38) Total Collection	

SUBSCRIPTIONS	
(39) No. of Current Print Serial Subscriptions	
(40) No. of Current Electronic Serial Subscript.	

OUTPUT MEASURES

Output (or Service) Measures should be reported as annual figures.
Statistics for Visits and Reference may be estimated by using
the “typical week” method and then annualized.

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REVENUE AND EXPENDITURES

Report your detailed expenditures for the fiscal year and the source of income
for those expenditures in the following tables.

“Local Funds—Total Expend.” must equal “Money Spent this FY—Total Local Revenue.”

“St/Fed Funds—Total Expend.” must equal “Money Spent This FY—Total St/Fed Revenue.”

“Total Funds—Total Expenditures” must equal “Money Spent This FY—Total Revenue.”

If these figures do not balance, please correct them.

OPERATING EXPENDITURES

	Local Funds	St/Fed Funds	Total Funds
Staff Expenditures			
Salaries and Wages	(55)	(68)	(81)
Employee Benefits	(56)	(69)	(82)
Total Staff Expenditures	(57)	(70)	(83)
Collection Expenditures			
Print Materials	(58)	(71)	(84)
Audio Visual Materials	(59)	(72)	(85)
Electronic Materials	(60)	(73)	(86)
Other Materials	(61)	(74)	(87)
Total Collection Expend.	(62)	(75)	(88)
Other Operating Expenditures			
Plant Operation and Maint.	(63)	(76)	(89)
Furniture and Equipment	(64)	(77)	(90)
Misc. Operating Expend.	(65)	(78)	(91)
Total Other Oper. Expend.	(66)	(79)	(92)
Total Operating Expenditures	(67)	(80)	(93)

CAPITAL OUTLAY	
Capital Outlay (report by source of money spent)	
Local Government	(94)
Local Government Contracts	(95)
Other Local Sources	(96)
Total Local Capital Outlay	(97)
State Government	(98)
LSTA	(99)
Other Federal	(100)
Total State/Federal Capital Outlay	(101)
Total Capital Outlay	(102)

TOTAL EXPENDITURES			
Total Operating Expenditures and Total Capital Outlay are carried over from the previous tables. Please note the data element numbers in each cell.			
	Local Funds	St/Fed Funds	Total Funds
Total Operating Expenditures	(67)	(80)	(93)
Total Capital Outlay	(97)	(101)	(102)
Total Expenditures	(103)	(104)	(105)

SOURCE OF REVENUE			
Revenue in the "Money Spent" column must match Total Expenditures as reported on the previous page (Local, St/ Fed, and Total)			
	Money Rec'd This FY	Carryover From Last FY	Money Spent This FY
Local Revenue			
Local Government Entity	(106)	XXX	(119)
Local Gov't Contracts	(107)	XXX	(120)
Other Local Revenue	(108)	XXX	(121)
Total Local Revenue	(109)	XXX	(122)
State and Federal Revenue			
State Gov't Revenue	(110)	(115)	(123)
Federal LSTA Revenue	(111)	(116)	(124)
Other Federal Revenue	(112)	(117)	(125)
Total State/Fed Revenue	(113)	(118)	(126)
Total Revenue	(114)	XXX	(127)

INTERNET ACCESS

**Please answer these questions as of the end of your 2004 fiscal year,
not at the time you are filling out the form.**

(128) Does the library have access to the Internet: Answer "Yes" or "No".	
(129) Is the library's online catalog available by remote login? (Select only one) N—No D—Yes, via direct dial-in I—Yes, via Internet B—Yes, via both direct dial-in and Internet	
(130) How many Internet Terminals does the library have that are used by Staff only?	
(131) How many Internet Terminals does the library have that are used by the General Public?	
(132) How many patrons used electronic resources during the year?	
(133) What is the speed of the library's Internet connection? (Select only one) 56K T1 T3 Other (please specify speed)	
(134) Library jurisdiction's main website address: http://_____	